

# Summer School



## *Information Handbook*

Missouri Department of Elementary and Secondary Education  
*D. Kent King, Commissioner of Education*

---

June 2003

## TABLE OF CONTENTS

<b>REGULAR SUMMER SCHOOL PROGRAM.....</b>	<b>1</b>
<b>POLICIES AND STANDARDS.....</b>	<b>1</b>
FEES.....	1
APPROVAL AND DUE DATE.....	1
CLOSE DATE.....	1
DAYS/HOURS IN SESSION.....	2
FIELD TRIPS.....	2
CURRICULUM - STATE SUPPORTED PROGRAMS.....	2
CURRICULUM - SPECIAL EDUCATION PROGRAMS.....	3
CURRICULUM - TITLE I PROGRAMS.....	3
INSTRUCTIONAL ACTIVITIES.....	3
TEACHER CERTIFICATION.....	3
COURSE NAMES AND COURSE CODES.....	3
READING REMEDIATION (S.B. 319).....	4
GRADE LEVEL.....	4
CLASS SIZE.....	4
LEARNING RESOURCES.....	5
FACILITIES AND EQUIPMENT.....	5
PLANNING TIME.....	5
HIGH SCHOOL CREDIT.....	5
CREDIT RECOVERY.....	5
MEMBERSHIP AND ATTENDANCE - RESIDENT STUDENTS.....	5
MEMBERSHIP AND ATTENDANCE - NONRESIDENT STUDENTS.....	6
ATTENDANCE RECORDS AND REPORTING.....	6
TRANSPORTATION.....	7
SCHOOL HEALTH SERVICES.....	7
SCHOOL FOOD SERVICES.....	7
FINAL APPROVAL AND ON-SITE REVIEW.....	7
<b>SPECIAL EDUCATION SUMMER SCHOOL SERVICES.....</b>	<b>8</b>
EXTENDED SCHOOL YEAR FOR STUDENTS WITH DISABILITIES.....	8
APPLICATION APPROVAL AND DUE DATE.....	8
ELIGIBILITY.....	8
STATE AID.....	8
TRANSPORTATION.....	8
SUMMER SCHOOL PROGRAM FOR STUDENTS WITH DISABILITIES.....	9
APPLICATION APPROVAL AND DUE DATE.....	9
ELIGIBILITY.....	9
STATE AID.....	9
TRANSPORTATION.....	9
<b>APPENDIX 1.....</b>	<b>10</b>
<b>APPENDIX 2.....</b>	<b>12</b>
<b>APPENDIX 3.....</b>	<b>15</b>
<b>APPENDIX 4.....</b>	<b>16</b>
<b>APPENDIX 5.....</b>	<b>17</b>
<b>APPENDIX 6.....</b>	<b>18</b>
<b>APPENDIX 7.....</b>	<b>38</b>
<b>APPENDIX 8.....</b>	<b>42</b>

## SECTION ONE

### REGULAR SUMMER SCHOOL PROGRAM POLICIES AND STANDARDS

A summer school program approvable for state aid consists of a planned schedule of course offerings for students at the elementary and/or high school level which operates between the close of the regular school term and the beginning of the next regular term and provides at least 120 hours of instruction. All summer programs must be approved by the local board of education prior to the district's submitting an application to the Department of Elementary and Secondary Education.

#### Fees

Public school districts **may not charge fees of any type** for school work for which academic credit is granted by the local public school system. Therefore, fees may not be charged for a state-approved summer school program. **Charging fees for any part of the program will disqualify the entire program for state funding.** Please refer to Appendix 5, page 17, for additional information.

#### Approval and Due Date

All summer school programs must be approved by the Department of Elementary and Secondary Education in order to qualify for state or federal funds. In order to be granted approval, local school districts must submit Part 1 of the Application for Summer School Approval no later than June 1 to the School Improvement and Accreditation Section. This part of the application includes the district name, county/district number, building names and numbers where summer school classes will be held, estimated enrollments, grade levels, start and close dates, dates not in session, hours of class per day, and total hours and days the program will operate.

Part 2 of the application is submitted electronically as part of the June cycle of Core Data and is due not later than June 30. This part of the application includes the names and Social Security numbers of summer school teachers, specially funded aides and special education ancillary personnel, the name and number of the courses being taught, grade levels, enrollments, hours the classes are in session, and credits (high school only). Please refer to Appendix 1, page 10, for a sample Core Data Screen 24.

Applications for federal programs, such as Title I, ESEA, must be obtained from the section of the Department administering the program and submitted in conformity with that program's requirements.

#### Close Date

The close date for summer school is determined at the local level. However, it is recommended that summer schools close in sufficient time for districts to meet the August 15 due date of the August Core Data Report. Summer school attendance hours are submitted on Screen 16 of this report. Timely submission of this data enables the School Finance Section to calculate the additional ADA generated by summer school students in a timely manner and adjust district state aid payments. Please refer to Appendix 8, page 42, to view a sample of Screen 16.

## **Days/Hours in Session**

State statutes limit the length of a school day during the regular school year to seven clock hours. Therefore, the maximum length of a summer school day is also seven clock hours. There is no required number of days that an approved summer school must be in session. Summer schools may operate three, four, or five days per week at the discretion of the local district.

An approved summer school program provides at least one hundred twenty (120) clock hours of instruction regardless of the number of days it is in operation. This requirement can be met in a variety of ways. First, and most common, is by districts offering a variety of classes at either the elementary or secondary level which meet state guidelines and whose total hours of instruction equal at least 120 clock hours. A second method of meeting the clock hour requirement is by districts offering a variety of classes at the elementary and secondary level whose combined hours total at least 120. This method is commonly referred to as “stacking.” Under the “stacking” method, districts typically offer sixty (60) hours of instruction at the elementary level with sixty hours of instruction at the secondary level for a combined total of 120 clock hours. Districts may also combine the clock hours of regular summer school classes with the clock hours of special education extended school year programs or Title I summer school programs to reach the 120 clock hour requirement. Examples of acceptable combinations are as follows:

- ★ 60 hours in grades K-6 or K-8 plus 60 hours in grades 7-8 or 9-12 in a regular summer school.
- ★ 60 hours in a Special Education extended school year program plus 60 hours in grades K-8 or 9-12, in a regular summer school.
- ★ 30 hours in grades K-6 plus 30 hours in grades 7-8 plus 60 hours in grades 9-12 in a regular summer school.
- ★ 60 hours in a Title I Summer School for grades 1-6 plus 60 hours in grades 9-12 in a regular summer school.
- ★ 60 hours in a Title I Summer School for grades 1-6 plus 60 hours in grades 1-6 in a regular summer school.

No individual course or segment of an approved summer school program, other than special education programs, may consist of less than thirty (30) clock hours of classroom instruction. Minimum time requirements exclude break time and lunch time.

Summer school programs for disabled or severely disabled pupils are exempted from the one hundred twenty (120) clock hours of instruction for a minimum summer school offering, but must be in session for at least sixty (60) clock hours of instruction in order to qualify for exceptional pupil aid and regular state aid.

## **Field Trips**

Eligible attendance hours for state aid purposes for field trips are limited to the length of the normal school day. For example, if a field trip requires eight clock hours to complete but the length of the normal summer school day is four hours, only four clock hours of attendance may be claimed for each participating student for state aid purposes. State transportation aid for field trips is not allowed.

## **Curriculum - State Supported Programs**

The curriculum for elementary (K-6 or K-8) or secondary (7-12 or 9-12) approved summer school programs must include one or more of the core academic areas of language arts, mathematics, science or social studies. The curriculum should emphasize material included in the Missouri Assessment Program (MAP). Instruction time in the academic area(s) must comprise not less than fifty (50) percent of the total clock hours of instruction at the elementary and secondary levels of the program. For example, districts may not have a stand alone nonacademic course such as driver education at the secondary level without having at least one class in the core subjects.

Any course which is offered during the regular school term, except those underlined below, may be approved as part of the summer school program as long as 50 percent of the classes are in core subjects. All classes must be open to all students unless there is a prerequisite required as stated in the course handbook used during the regular school year. Any course requiring special approval during the regular school term must receive similar special approval for summer school.

Activities such as gymnastics, weightlifting, tennis, and swimming lessons conducted under the sponsorship of the school cannot be included as part of the approved summer school program unless they are an integral part of a comprehensive physical education course which is part of the scheduled one hundred twenty (120) or more clock hour approved summer

school program. **Athletic Practice/Conditioning 086020 and Body Conditioning 086025 courses are specifically prohibited from the summer school program.**

Activities such as computer camps, band camps, cheerleading clinics, recreation programs, athletic practices, and isolated vocal/instrumental music practices shall not be included as part of the one hundred twenty (120) or more clock hours of instruction in an approved summer school program and shall not be counted for summer school membership and attendance for state aid purposes.

### **Curriculum - Special Education Programs**

The curriculum provided for students with disabilities in an approved summer school program must be consistent with the needs of the disabled students as determined by the Individualized Educational Programs (IEPs). See Section 2, page 8, for additional information.

### **Curriculum - Title I Programs**

The curriculum provided for Title I students must include subjects on a priority basis of education need.

### **Instructional Activities**

Special instructional activities, such as field trips, demonstrations, guest speakers, outdoor learning activities, and other nontraditional instructional activities not possible during the regular school year, are encouraged in approved summer school programs. Special approval is required for extended off-campus activities.

### **Teacher Certification**

All teachers employed in an approved summer school program must hold a valid Missouri teacher certificate. This certificate must be at the proper level and in the academic area of service for the summer teaching assignment. Teachers whose certificates have expired **do not** hold a valid certificate. These individuals must renew their certificate **prior to the start** of the summer session in order for the class to qualify for state aid. Also, if recent graduates or out-of-state teachers are employed as summer school teachers, the district **must** secure substitute or provisional teacher certificates for these individuals. Failure to do so will result in disapproval of the summer school program and/or attendance hours of students enrolled in classes taught by teachers not holding a valid certificate.

**Be advised**, candidates making application for an initial Missouri teaching certificate will be issued a certificate based on the following:

- Applications received during the period of May 1 through July 31 will be effective June 1.
- Applications received during the period of August 1 through November 30 will be effective August 15.
- Applications received during the period of December 1 through April 30 will be effective January 1.

Renewal of professional certificates will be effective upon date of expiration if they occur within the same fiscal year.

Please refer to Appendix 6, page 18, for the certificate required to teach specific courses.

### **Course Names and Course Codes**

Assignments for summer school teachers, specially funded aides, and special education ancillary personnel are reported electronically on Screen 24 of the June cycle of Core Data. (Administrators, librarians, counselors, and regular classroom aides should not be reported on Screen 24.) This report is due no later than June 30. Secondary staff assignments must be reported using course titles and numbers provided by the Department which are listed in the Core Data Collection System

Manual and in Appendix 6, page 18, of this handbook. If there is not a clear match between the course title used at the local level and the title in the Core Data Manual, districts must use the Core Data title and accompanying course code number. Entry of the course number in the appropriate column on Screen 24 will automatically enter the course title. Please refer to Appendix 1, page 10.

At the elementary level, districts often advertise class offerings through the use of innovative titles such as, “Write Your Own Book,” “Math Magic,” “Slugs, Bugs, and Slimy Things,” and “Home Town Heroes and History” and report them using a secondary course code number. Although advertising courses by giving them catchy names is a good practice, reporting them using specific course codes is not. The reason for this is that elementary teachers do not typically hold English, math, science, or social studies certificates. Therefore, elementary classes with a special theme, topic or subject should be reported on Core Data as general elementary classes at the grade level at which they are being taught. Specific course codes should be used at the elementary level to report art (024100), music (126900), physical education (086000), computer literacy (991100), and exploratory classes. Please refer to Appendix 1, page 10, for an example.

### **Reading Remediation (S.B. 319)**

Either Course Code (054841-Reading) or (054840-Remedial Reading) may be used to report reading remediation as required by S.B. 319. Please refer to page 21 of the Summer School Information Handbook to determine the required certificate for these assignments.

### **Grade Level**

The correct use of grade level codes is also very important when completing Core Data Screen 24. When an elementary or secondary class is made up of students in only one grade, it is appropriate to report the class as grade “three” (3), grade “seven” (7), or other single grade that is reflective of the class. It is not correct to list classes with students in more than one grade as 4-6, 7 and 8, 9-12, etc. Please use the following Grade Level indicators when completing Core Data Screen 24 in the June cycle:

#### **K Kindergarten (Limited to students who will be eligible to attend kindergarten in the fall of 2003. Report children who were in kindergarten during the 2002-2003 school year as first graders.)**

- 1-12 Grades 1-12 (Report one specific grade level. If there are children in more than one grade in an elementary or secondary classroom, report the grade that best identifies the majority of the students in the classroom or the level at which the instruction is being delivered.)
- 13 High School (Any combination that includes grades 9-12 or 7-12 in a high school building.) Typically used to report physical education, art, music, practical arts, vocational and elective classes composed of students in several different grades.
- 14 Junior High (Any combination that includes only grades 7-9.) Typically used to report physical education, art, music, practical arts, and exploratory classes composed of students in two or more grades.
- 15 Middle School (Any combination that includes only grades 4-8.) Typically used to report physical education, art, music, practical arts, and exploratory classes composed of students in two or more grades.
- 16 Elementary (Any combination that includes only grades K-8.) Use only when reporting an elementary class with one of the following course code numbers: 024100 art, 126900 vocal music, 086000 physical education, 991100 computer literacy, 994010 basic skills, 991010 exploratory and enrichment, and 990808 gifted. Do not use when two or more regular elementary classes are combined. *See note above for 1-12 grades.*

### **Class Size**

Classification standards relative to class size used during the regular school year are applicable to state-funded summer school programs. Class size for federal programs, such as Title I, must be in conformity with the requirements of those programs.

## **Learning Resources**

Textbooks, library resources, and other instructional materials and aids shall be of a quality equal to that used during the regular term.

## **Facilities and Equipment**

Facilities and equipment used for summer school programs shall be of equal quality to that used during the regular school term.

## **Planning Time**

Planning time is recommended for teachers teaching more than four hours per day in summer school. Planning time is not to be reported on Screen 24.

## **High School Credit**

School districts may grant credit for courses offered free of charge, providing the instructional time meets state standards. High school pupils in grades nine (9) through twelve (12) may earn one (1) unit of high school credit for courses which meet at least one-hundred twenty (120) clock hours, one-half (1/2) unit for courses which meet at least sixty (60) clock hours or one-quarter (1/4) unit of credit for courses which meet at least thirty (30) clock hours.

High school credit may be granted for driver education classes offered free of charge. One-fourth (1/4) unit of high school credit may be granted for driver education classes which provide thirty (30) clock hours of classroom instruction, six (6) clock hours behind the wheel, and twelve (12) clock hours as an observer in the driver education car. If it is desirable to grant one-half (1/2) unit of high school credit for driver education classes, sixty (60) clock hours of classroom instruction must be provided in addition to the six (6) clock hours behind the wheel and twelve (12) clock hours as an observer.

Minimum time requirements for credit classes exclude break time and lunch time.

## **Credit Recovery**

Credit Recovery provides an opportunity for high school students (grades 9-12), who would otherwise fail a course taken during the regular school year, to complete the requirements of the class and receive credit by attending summer school. The regular school year teacher must outline the deficiencies the student must complete in order to receive credit for the class. The summer school teacher acts as a monitor (resource teacher) to students in the class as they work to complete the assignments for their class. Since students in the class may be working in a variety of subject areas, the supervising teacher may hold any valid Missouri teacher certificate except a substitute certificate, early childhood certificate, or non-degree vocational certificate.

Credit recovery classes meet for thirty clock hours. If a student completes his/her assignments in less than thirty clock hours, they should receive study skills instruction in order to help them avoid this problem in the future. Credit recovery is to be used only when a student has a reasonable chance to complete the unfulfilled requirements of a course within thirty clock hours. Otherwise, the complete course must be repeated.

## **Membership and Attendance - Resident Students**

The summer school attendance hours of resident pupils eligible for admission to kindergarten in the next fall term (if the pupil will reach the age of five (5) by August 1, 2003, pursuant to Section 160.053, RSMo.) through the earlier of age twenty-one (21) or the completion of grades twelve (12), will be counted for state aid purposes in accordance with Sections 163.011 and 167.277, RSMo.

The summer school membership hours will be reported for these same pupils for whom summer school attendance hours are maintained. The membership hours are the maximum hours all students enrolled in summer school could attend if all students had perfect attendance for their enrollment. Membership hours are not used in state aid calculations.

State aid cannot be claimed for resident or nonresident pupils if tuition and fees are charged.

Local school districts must keep individual membership and attendance records by the clock hour for summer school programs. Summer school attendance records shall be audited as required by law.

### **Membership and Attendance - Nonresident Students**

Districts may provide summer school services to nonresident students under the provisions of Section 167.227, RSMo. Under the provisions of this section, districts conducting approved summer school programs may, at their option, allow students from other districts to attend or may limit their program to resident students. If students from other districts are allowed to attend the summer school program, the sponsoring school district must select one of the following methods for receiving compensation for providing this service.

- ✧ Charge a tuition fee to all nonresident students based on the number of classes and/or hours of instruction involved in the nonresident student's summer school schedule. The district providing the summer program would not be eligible to claim state aid for these students. The district of residence, however, under an interdistrict agreement, may claim state aid for these students in order to help defray the tuition paid to the district providing the summer school service.
- ✧ Allow all nonresident students to attend on a tuition-free basis and claim the attendance hours generated by these students for state aid purposes as though they were resident students. No tuition may be charged to parents or other districts for these students.

Districts may give first priority to resident students in their summer school program or otherwise limit the number of nonresident students they enroll in their program. Students may enroll and attend summer school classes in only one district.

Summer school programs funded wholly by federal money may not serve students from other districts, except under an interdistrict agreement.

### **Attendance Records and Reporting**

Districts operating state approved summer school programs must maintain student attendance records in order to qualify for state aid. Attendance records for individual students must be maintained by the clock hour in a manner which can be audited. At the conclusion of the summer program, the attendance data for all students must be summarized and submitted to the Department on Screen 16 of the August cycle of Core Data. The submission date for this information is August 15. Please refer to Appendix 8, page 42, for an example of this screen.

Some districts operate a Title I summer school in combination with, or in addition to, a state approved summer school. In some cases, state aid is generated for these Title I students. This occurs in one of two ways. The first, and most common, is when a district operates a state approved summer school of 120 or more clock hours and a Title I summer school in which the dates of operation overlap by five or more calendar days; and, second, if a district operates a state approved summer school that in combination with Title I summer school equals 120 clock hours. If either of these conditions exist, the district must include the attendance hours generated by Title I students on Screen 16 of the August cycle of Core Data. The state aid generated by these attendance hours will be backed out of the district's Title I expenditures by an amount equivalent to the state aid generated by these students. This action is required in order for the state to avoid a federal audit exception and therefore is not optional on the part of school districts. If neither of the conditions exist, no state aid is allowed to defray the cost of a Title I summer school.



## **Summer School Finance/State Aid**

Please refer to Appendix 2, page 12.

## **Transportation**

Pupil transportation for a regular summer school program is not approved for state funding, but may be provided at local district expense. Some federal programs allow funds to be used for transportation. Consult the guidelines for those programs. Please refer to “Summer School Transportation” in Appendix 3, page 15, for additional information.

## **School Health Services**

School health services for summer school pupils are encouraged but not required.

## **School Food Services**

School food services for summer school pupils are encouraged but not required. Please refer to “Summer School Child Nutrition Programs” in Appendix 4, page 16, for additional information.

## **Final Approval and On-Site Review**

The School Improvement and Accreditation Section will review applications, consult with local school officials as needed, and approve all eligible regular and special education summer school programs for state aid. Selected regular summer school programs and certain special education summer programs will be visited and reviewed by the State Supervisor of Instruction. State summer school programs must be recommended for approval by the State Supervisor of Instruction, whether or not the Supervisor makes an on-site visit, before final approval will be granted. The Summer School Review Checklist and Final Approval Form is used for this purpose. A copy of this form will be mailed to all participating districts with the signed copy of the Application for Summer School Approval. Please refer to Appendix 7, page 38, for a sample copy of this form.

Summer school programs for Title I will be reviewed, visited, and approved by personnel from the Title I Section.

## **SECTION TWO**

### **SPECIAL EDUCATION SUMMER SCHOOL SERVICES**

#### **Extended School Year For Students With Disabilities**

Local school districts are required to provide extended school services for certain students with disabilities when the appropriate Individualized Education Program (IEP) team has determined that such services are required to provide a student a free appropriate public education.

#### **Application Approval and Due Date**

The Department of Elementary and Secondary Education has the authority to establish standards for the approval of financial aid to local school districts providing extended school year and summer school programs for disabled or severely disabled pupils. In order to be granted approval, local school districts must submit Part 1 of the Application for Summer School Approval no later than June 1 to the School Improvement and Accreditation Section. Part 2 of the application is submitted electronically as part of the June cycle of Core Data and is due not later than June 30.

#### **Eligibility**

In order to be eligible for funding, local school districts must meet the following eligibility standards:

- ✧ The local school district must have in effect a policy which governs eligibility for extended school year services. This local district policy must include, but not necessarily be limited to, consideration of regression/recoupment analysis as one means of determining eligibility for extended school year services.
- ✧ The IEP team must determine for an individual student whether or not special education and related services are required for more than the typical school year of 174 days.
- ✧ The type of special education and related services and their frequency, intensity, and duration shall be determined by the IEP team.
- ✧ An approved extended school year program must be in session for at least sixty (60) clock hours to qualify for state aid. Extended school year programs in session for less than sixty (60) clock hours qualify only for exceptional pupil aid.

#### **State Aid**

When a minimum of sixty (60) clock hours of extended school year services are provided, the school district shall receive Exceptional Pupil Aid for each approved class in proportion to the number of hours in the approved extended school year program and the number of hours in the regular term program. The local school district shall also receive regular state aid as described in Appendix 2, page 12, "Summer School Finance."

Programs which provide less than sixty (60) hours of service are not eligible for regular state aid. Applications for programs with fewer than sixty (60) hours should be sent directly to the Section of Special Education for generation of Exceptional Pupil Aid.

Financial aid will be provided subsequent to the local school district's application for program approval as outlined under the section for regular summer school programs.

#### **Transportation**

Pupil transportation costs for extended school year programs for students with disabilities are eligible for state transportation funding. Please refer to "Summer School Transportation" in Appendix 3, page 15, for information relating to transportation.

## **SUMMER SCHOOL PROGRAM FOR STUDENTS WITH DISABILITIES**

Students with disabilities who do not meet the local board of education eligibility requirements for an extended school year, as described under the eligibility requirements for an extended school program, may be provided services which are eligible for an allocation of Exceptional Pupil Aid.

### **Application Approval and Due Date**

The Department of Elementary and Secondary Education has the authority to establish standards for the approval of financial aid to local school districts providing extended school year and summer school programs for students with disabilities. In order to be granted approval, local school districts must submit Part 1 of the Application for Summer School Approval no later than June 1 to the School Improvement and Accreditation Section. Part 2 of the application is submitted electronically as part of the June cycle of Core Data and is due not later than June 30.

### **Eligibility**

In order to be eligible for funding, local school districts must meet the following eligibility standards:

- ✧ Services provided during the summer school program must be provided in accordance with the requirements of the Individualized Educational Program (IEP).
- ✧ An approved summer school program must be in session for at least sixty (60) clock hours to qualify for state aid.

### **State Aid**

When a minimum of sixty (60) clock hours of summer school services are provided, the school district shall receive Exceptional Pupil Aid for each approved class in proportion to the number of hours in the approved summer school and the number of hours in the regular school term. The Department will compute summer school EPA rates based on the current staff rate plus the percent of EPA created by the eligible pupils rate. Local school districts shall also receive regular state aid under the Foundation Formula as described in Appendix 2, page 12, "Summer School Finance."

Programs which provide less than sixty (60) hours of service are not eligible for regular state aid. Applications for programs with fewer than sixty (60) hours of service should be sent directly to the Division of Special Education for generation of Exceptional Pupil Aid. Financial aid will be provided subsequent to the local school district's application for program approval as outlined in the application for a regular summer school program.

### **Transportation**

Pupil transportation costs for summer school programs of less than sixty (60) hours for students with disabilities are not eligible for state funding.

## SECTION THREE


### APPENDICES


#### *Appendix 1*

### SUMMER SCHOOL COURSES AND ENROLLMENT (Screen 24)

#### ◀ June Cycle

The Summer School Courses and Enrollment screen is used to report specific information for each class that is included in the district's state-funded summer school program and each certificated staff person as well as each specially funded aide participating in the program. These data along with information submitted on the Application for Summer School Approval-Part I will be reviewed to determine the status of the district's state-funded summer school program. Please refer to the Application for Summer School Approval submitted to the Department of Elementary and Secondary Education on June 1 when completing this screen.

 Data Collection - 24 Summer School Courses & Enrollment 24-Summer School Courses Help

 District:

Year: 2002-2003 Cycle: JUNE Status:

Save

Edits

District Level (entered only once for the entire district)

Summer Free Lunch  Summer Reduced Lunch  Summer At Risk

School No./Name:

Line	SSN	First Initial/Last Name	Position	Course / Name	Type	Grade	Enroll	Hours	Credit	Del
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save

Edits

## ITEM DEFINITIONS – SUMMER SCHOOL COURSES AND ENROLLMENT (Screen 24)

**District:** – County-district code and name of school district. (Display only, based on logon User ID.)

**Year:** – School year for which data are collected. (Select from dropdown list.)

**Cycle:** – Cycle in which data are collected. (Select from dropdown list.)

**Status:** – Current status of district's data for cycle selected. (Display only.)

**District Level (enter only once for the entire district)**

**Summer Free Lunch** – Summer school students eligible for free lunches.

**Summer Reduced Lunch** – Summer school students eligible for reduced-price lunches.

**Summer At Risk** – Summer school students at risk of academic failure. The definition of "at risk" is the same as used in determining allowability for Line 14 monies (Implementation of the Children at Risk in Education Program). Enter number total of students eligible for free lunches and students eligible for reduced-price lunches, plus any additional at-risk students identified by the district.

**School:** – 4-digit number of attendance center where instruction is given for this program. Name is displayed from Attendance Center Data (Screen 08). (Select from dropdown list.)

**Line** – A sequential number for each line assigned by the system.

**SSN** – Social security number of educator. If an educator has multiple assignments, each assignment should be listed on a separate line in consecutive order. Group each educator's assignments together.

**First Initial/Last Name** – First initial and last name of educator, specially funded aide or special education ancillary personnel.

**Position** – Position code and name of educator's assignment (see Exhibit 3). (Select from dropdown list.)

**Course/Name** – Course code that identifies assignment (see Exhibit 10). Every assignment must be identified by a course code except kindergarten and elementary classes in self-contained classrooms. (Course name is system displayed.)

**Type** – Type of class to be identified as "A" – academic/regular, "R" – remedial, or "E" – exploratory. (Select from dropdown list.)

**Grade** – Grade level at which curriculum is designed to be taught (see Exhibit 12). (Select from dropdown list.)

**Enroll** – Enrollment. Number of students served in each assignment.

**Hours** – Total hours the class meets during the full duration of the summer school program (normally 60 to 120 clock hours).

**Credit** – Units of high school credit granted for assignment (complete for grades 9-12 only). Enter the units of credit in decimal form, i.e., 0.25, 0.50, 1.00.

**Del** – Used to delete entire row.

## *Appendix 2*

### **SUMMER SCHOOL FINANCE**

To qualify for state aid, a regular summer school program must provide at least one hundred twenty (120) clock hours of instruction. The exception is an extended school year for special education students, which may be a sixty (60) clock hour program. If a district offers a sixty (60) clock hour high school program for special education and a sixty (60) clock hour elementary special education program, the district can only count sixty (60), not one hundred twenty (120) hours as a maximum membership or attendance on any one pupil.

The attendance of a summer school pupil is a fraction of a regular school term FTE. The summer school average daily attendance (ADA) is calculated by dividing the total summer school attendance hours by the minimum regular school term of 1,044 hours. The easiest illustration is to assume one student attended all 120 hours of a 120 hour summer school session. The FTE in this example would be .1149 which is computed by dividing 120 by 1,044. Thus, it would take approximately nine summer school students with perfect attendance to equal one regular term FTE pupil.

The definition of the term “eligible pupil” in Section 163.011, RSMo, authorizes the summer school ADA to be multiplied by two. This eligible pupil number is used in the distribution of the Basic Formula and Proposition C payments. The summer school ADA is not multiplied by two for the Fair Share payment. State regulation 5 CSR 50-340.050 Policies and Standards for Summer School Programs currently limits the doubling of summer school ADA to five percent (5%) of the ADA for the regular school term following summer school. For example, if the regular term ADA is 1,000, the maximum ADA that may be doubled is 50 ( $5\% \times 1,000$ ). If this district generated a summer school ADA of 62, only 50 would be doubled. The remaining 12 would be counted one time. Total summer school EP used in the Basic Formula and Proposition C payments would be 112 (50 doubled + 12). The summer school ADA used for the Fair Share payment would be 62.

**In February 2003 the Missouri legislature began considering legislation to eliminate the second count of summer school in the state aid payments. If such legislation passes, the portions of the following examples reflecting the second count will need to be ignored. Please check on the status of such legislation before making revenue estimates.**

NOTE: Remember, the summer school ADA is added to the regular term ADA following the summer school. Therefore, the ADA generated during summer 2002 and reported in the 2002-03 Core Data (August cycle) will be added to the 2002-03 regular term data reported in June 2003 and used in the payment for school year 2003-04. The 2003 summer school ADA will be added to the 2003-04 regular term and used in the payment for school year 2004-05. However, a district may be paid in the Basic Formula on the summer school ADA in the year immediately following the summer school if it requests to be paid on an estimate of the eligible pupils for that year. For example, in 2003-04 the district may submit an estimated EP for the 2003-04 year on Screen 2 of Core Data that would include the 2003 summer school. Contact School Finance for assistance in estimating eligible pupils.

Revenues generated by a summer school program are included in the total payments made to a school district for Basic Formula, Proposition C, and Fair Share. No separate payment or payment transmittal designation is made for summer school. However, the following paragraphs provide examples for computing revenues attributed to summer school.

## SUMMER SCHOOL REVENUE CALCULATIONS

Calculation A refers to School Districts; Calculation B refers to Charter Schools

### SUMMER SCHOOL REVENUE CALCULATION A (School Districts)

School districts may use the following information to estimate summer school revenues for budget purposes. Remember, since the actual payment amounts may vary as payment information is updated throughout the year, it is important to monitor changes to estimated receipts and adjust the district's budget accordingly.

Basic Formula = Summer School EP x Guaranteed Tax Base (GTB) x Operating Levy for School Purposes (Basic Formula, Total Line 1 Tax Levy) x Proration Factor

Proposition C = \$769.77 per summer school EP (estimated for 2002-03)

GTB used for 2002-03 summer school calculation: \$139,507

GTB used for 2003-04 summer school calculation: \$147,022

Tax rate used: School district's actual Basic Formula Line 1 (Total) Tax Levy (For illustration purposes, a school purposes tax levy of \$2.75 will be used in the following example.)

### SAMPLE CALCULATION A

#### 1) ESTIMATED SUMMER SCHOOL ELIGIBLE PUPILS SAMPLE CALCULATION

Summer school enrollment: 200

175 students @ 120 hours =	21,000	Maximum hours of attendance possible
25 students @ 60 hours =	1,500	" " "
	22,500	Total hours of attendance possible
	<u>x 92</u>	(Historical Summer School Attendance Rate)
	20,700	Projected Summer School Attendance Hours

$20,700 \div 1044 = 19.83$  Projected summer school ADA

x 2  
39.66 Projected summer school EP (ADA doubled)

#### 2) REVENUE ATTRIBUTED TO SUMMER SCHOOL PROGRAM (School Districts) Calculated for School Year 2002-03

While both Basic Formula and Proposition C revenues are considered in the calculation of revenues attributed to a summer school program, remember that as Proposition C revenues increase in one year due to summer school, the deduction for Proposition C also increases in the Basic Formula calculation in the following year. Fair Share receipts are impacted by summer school in the total district budget but are not considered in the summer school revenue calculation because they are deducted at 100% in the Basic Formula calculation in the following year.

Basic Formula Revenue (Line 1A & 1B):  $39.66 \text{ EP} \times \$139,507/100 \times \$2.75 \times 1.00$  (or actual proration factor) = \$ 152,153

Proposition C Revenue:  $39.66 \text{ EP} \times \$769.77 \text{ per eligible pupil} \times 50\%$  = \$ 15,265

Total Revenue Attributed to Summer School (Regular School District) = \$ 167,418

## SUMMER SCHOOL REVENUE CALCULATION B (Charter Schools)

The summer school revenue projection for charter schools is calculated in a different manner because the charter school payment is based on the Line 1 entitlement calculation for the applicable school district (Kansas City or St. Louis City), which includes both local and state revenues. The following sample calculation should be used by charter schools to estimate revenue attributable to summer school.

### SAMPLE CALCULATION B

#### Kansas City School District – Charter Schools

##### 2002-03 Basic Formula Line 1 Amount Per EP

Line 1A: 1EP X \$2.75 X \$139,507/100 X 1.00 (or actual proration factor) = \$3,836

Line 1B: 1EP X \$2.20 X \$139,507/100 X 1.00 (or actual proration factor) = \$3,069

**Total Line 1** **\$6,905**

Less repayment of leasehold revenue bonds \$ 814

**Payment Amount Per EP – Kansas City Charter Schools** **\$6,091**

#### St. Louis City School District – Charter Schools

##### 2002-03 Basic Formula Line 1 Amount Per EP

Line 1A: 1EP X \$2.75 X \$139,507/100 X 1.00 (or actual proration factor) = \$3,836

Line 1B: 1EP X \$1.8949 X \$139,507/100 X 1.00 (or actual proration factor) = \$2,643

**Total Line 1** **\$6,479**

Less repayment of leasehold revenue bonds \$ 137

**Payment Amount Per EP – St Louis City Charter Schools** **\$6,342**

To determine the revenue attributable to a summer school program, charter schools should multiply the appropriate Line 1 Payment Amount per EP indicated above by the number of summer school eligible pupils in the school.

When the summer school ADA for a district with charter schools exceeds the limit in the state regulation that can be doubled for determining the number of eligible pupils, a proportional calculation will be completed.

#### EXAMPLE:

District	Summer School ADA	% Each ADA to Total	Limit to be Doubled	Portion of ADA to be Doubled	Summer School EP
(including charter schools)	1,300.00		1,104.00	1,104 x %	
Charter School A	10.00	0.77%		8.50	18.50
Charter School B	15.00	1.15%		12.70	27.70
Remainder of District	<u>1,275.00</u>	<u>98.08%</u>		<u>1,082.80</u>	<u>2,357.80</u>
Total	1,300.00	100.00%		1,104.00	2,404.00



### *Appendix 3*

#### **SUMMER SCHOOL TRANSPORTATION**

State transportation reimbursement is paid to school districts for costs incurred transporting eligible students to and from school only during the regular school term. The only exception to this is for the costs incurred transporting disabled/severely-disabled students to extended school year (summer school) programs. A transportation route transporting students attending a nonapproved disabled/severely disabled program is considered a regular summer school route and, therefore, disapproved.

Sections 162.710, 163.161, 167.231, 167.241, and 178.510, RSMo, provide authority for reimbursement for transportation services to and from school only during the school term as defined in Sections 160.011 (9) and 171.031, RSMo.

#### **Provisions for Extended School Year (Summer School) Transportation of Disabled/Severely Disabled Students**

To receive reimbursement for summer school transportation for disabled/severely disabled students, the following criteria must be met:

- ▲ The summer school program must be approved by the Missouri School Improvement Program Section. Disabled/Severely Disabled route miles should be included on the Application for State Transportation Aid under, Section III-Mileage Data, Eligible Route Miles, Handicapped Approved Miles. If disabled and nondisabled students are transported on the same route, only the miles for disabled students should be reported as handicapped approved miles. The difference between the handicapped approved miles and actual miles traveled must be reported as disapproved route miles on the Application for State Transportation Aid under, Section III-Mileage Data, Ineligible Miles. Miles should be reported on the Application for State Transportation Aid in the same year as the costs are reported on the Annual Secretary of the Board Report (ASBR).
- ▲ Costs for disabled/severely-disabled routes must be coded on the ASBR on Part III-B in Function 2553, 2554, or 2556. If both categories of pupils (disabled/nondisabled) are transported on the same route, the cost for the route must be prorated on a per-student basis to the appropriate category on the ASBR. The prorated costs for the disabled portion of the route should be coded as disabled transportation (Function 2553, 2554, or 2556) while the remaining cost should be coded to regular transportation (Function 2551, 2552, or 2555).

#### **Regular Summer School Transportation Expense**

Expenses for transporting students to and from summer school programs (excluding approved disabled programs) must be reported on the ASBR in Function 2551, 2552, or 2555 and the miles reported as disapproved miles on the Application for State Transportation Aid.

## *Appendix 4*

### **SUMMER SCHOOL CHILD NUTRITION PROGRAMS**

Local education agencies (LEAs) that operate a summer school program offering regular credit and/or a remedial type program, such as a Title 1 summer program, may also extend the services of the school lunch and/or school breakfast programs to attending students. Federal assistance to the LEA is extended at the same rates of reimbursement per meal as authorized for the respective school year. It must be understood, however, that no other federal funds, such as Title I funds, may be used to cover the same cost of an offered lunch or breakfast program. The same minimum meal requirements and reporting requirements apply to summer program operations as apply during the regular school year.

If the school site restricts meal services to just summer school students, the summer school only sites must operate under the National School Lunch/School Breakfast Program (NSLP/SBP) regulations. The meals must be recorded in the appropriate category; i.e., free, reduced price, and paid. NSLP/SBP rates of reimbursement will apply. Claims for reimbursement must be submitted via the Web to DESE.

The Seamless Summer Feeding Waiver is operated under the NSLP/SBP guidelines and is administrated by DESE. Waiver sites must be located in needy areas, that is, where 50 percent or more of the children qualify for free and reduced price school meals, with one exception. Waiver sites may also be located in non-needy areas, provided that at least 50 percent of the children enrolled in these sites qualify for free and reduced price school meals. Meal services for summer school sites must also be open to all children (18 years and under) in the community. The meal services cannot be limited to just summer school students. The availability of meals to the children in the community must be advertised. All meals must be served free and reimbursed at the free reimbursement rate of the NSLP/SBP. Claims for reimbursement must be submitted via the Web to DESE.

The purpose of the waiver is to feed all children in low-income areas during the summer months and to reduce the paper work and administrative burden that is normally associated with operating all three programs, NSLP/SBP and the Summer Food Service Program (SFSP).

The Department of Health and Senior Services (DHSS) administers the SFSP. The sites must be located in needy areas, that is, where 50 percent or more of the children qualify for free or reduced price school meals, with one exception. Meals may also be served in non-needy areas, provided that at least 50 percent of the children enrolled qualify for free or reduced price school meals. The meal service must be open to all children (18 years and under) in the community. The availability of the meals to all children in the community must be advertised. The SFSP regulations and reimbursement rates (which are higher than NSLP/SBP rates) apply. Claims for reimbursement must be submitted to DHSS. For additional information please contact DHSS at 573-751-6250.

LEAs may also participate in the After School Snack Program for students enrolled in summer school if the LEA sponsors or operates an after school care program. The program must:

- (a) provide children with regularly scheduled activities in an organized, structured and supervised environment;
- (b) include educational or enrichment activities;
- (c) serve students snack that comply with USDA meal pattern requirements;
- (d) operate after the summer school day ends.

LEAs that continue to participate in one or more of the Child Nutrition Programs during summer school must complete a Summer School Term Agreement. The Agreement can be accessed in May through the DESE Web Applications Login Page and should be completed separately from the claims for the regular school term. For example, if the LEA's regular term ended in June and summer school began in June, the LEA would complete a regular term June reimbursement claim and a summer school term June claim. The two claims would be combined for payment purposes.

## *Appendix 5*

### **LEGAL IMPLICATIONS RELATIVE TO LOCAL SCHOOL DISTRICTS CHARGING FEES AND ISSUING CREDIT FOR SUMMER SCHOOL ATTENDANCE**

There are three important issues that need to be addressed in considering the question of whether or not fees can legally be charged for summer school attendance by local school districts:

- ▲ Section 1(a), Article IX, of the Missouri Constitution, states

“A general diffusion of knowledge and intelligence being essential to the preservation of the rights and liberties of the people, the general assembly shall establish and maintain free public schools for the gratuitous instruction of all persons in this state within ages not in excess of twenty-one years as prescribed by law.”

- ▲ In the Missouri Supreme Court case entitled Concerned Parents v. Caruthersville School District 18 (sup. 1977) 548 S.W.2d 554, it was stated

“Even if registration fees and course fees charged by public school districts were so small as to be de minimus, that fact would not excuse a violation of the prohibition of this section against a public school district charging registration or course fees in courses for which academic credit is given.”

- ▲ In Attorney General Opinion No. 66, issued March 7, 1973, the Attorney General reviewed the legal implications of a school charging a fee for summer school or night school where the course work is given for academic credit. The opinion was that a district may not charge fees for summer school or night school to residents of the school district under twenty-one years of age.

In evaluating the legal implications of these issues, it would appear that under our State Constitution and present state statutes, it would not be legal for a local public school district to charge a fee for resident students for summer school work for which academic credit would be granted by the local public school system.

## Appendix 6

### COURSE CODE/CERTIFICATE REQUIRED

(Screens 20, 22 and 24)

*(All certification must be at proper grade level unless otherwise specified.)*

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
<b>✓ 01 AGRICULTURE</b>		
014000 General Agriculture	GEN AG	GEN AG, AG ED
016700 Exploring Agriculture, Grades 7-8	EXPLOR AG	" "
016741 Agribusiness Sales & Marketing	AGBUS MKT	AG ED, AG SER/SUPP
016770 Agricultural Construction	AG CONSTR	AG ED, AG MECH
016753 Agricultural Machinery	AG MACH	" "
016730 Agricultural Management & Economics	AG MGMT-EC	AG ED
016751 Agricultural Power 1	AG POWER-1	AG ED, AG MECH
016752 Agricultural Power 2	AG POWER-2	" "
016710 Agricultural Science 1	AG SCI-1	AG ED
016760 Agricultural Science 2	AG SCI-2	AG ED, HORTICULTURE
016720 Agricultural Structures	AG STRUCTR	AG ED, AG MECH
016711 Animal Science	ANIMAL SCI	AG ED, AG PRODUCTION
016759 Conservation of Natural Resources	CONS NAT R	AG ED
016761 Crop Science	CROP SCI	AG ED, AG PRODUCTION
016763 Floriculture	FLORICULTR	AG ED, HORTICULTURE
016790 Food Science and Technology	FOOD SCI	AG ED
016762 Forest Management	FOREST MGT	AG ED, FORESTRY
016768 Fruit & Vegetable Production	FRUIT-VEG	AG ED, HORTICULTURE
016765 Greenhouse Operation & Mngmnt	GREENHS OP	" "
016764 Landscaping	LANDSCAPE	" "
016766 Nursery Operation & Management	NURS OPER	" "
016769 Processing & Marketing Forestry Products	PROC FOR P	AG ED
016754 Soil and Water Management	SOIL-WATER	AG ED
016780 Supervised Agricultural Experience - Cooperative	SAE CO-OP	AG ED
016785 Supervised Agricultural Experience - Supervision	SAE SUPV	AG ED
016767 Turf Management	TURF MGNT	AG ED, HORTICULTURE
016799 Other Vocational Agriculture	O VOC AG	AG ED
016798 Agriculture Departmental Duties	AG DEPT	AG ED
016797 Agriculture Supervisor	AG SUPV	AG ED at any grade level with Graduate Degree

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
<b>✓ 02 ART</b>		
024100 Art ART	ART (Art I may be	taught at HS level on ART 7-9 as well as K-12 or 7-12)
024110 Art Appreciation & History	ART APPREC	ART
024123 Arts & Crafts	ARTS-CRAFT	ART (may be taught at HS level on ART 7-9 as well as K-12 or 7-12)
024126 Ceramics	CERAMICS	ART
024190 Commercial Art	COMM ART	"
024140 Design	DESIGN	"
024150 Drawing	DRAWING	"
024155 Drawing & Painting	DRWG-PNTG	"
024170 Graphics & Printmaking	GRPH-PRNMG	"
024128 Jewelry	JEWELRY	"
024160 Painting	PAINTING	"
024130 Photography	PHOTOGRPHY	ART with course work or experience in Photography (SUPV APPROVAL)
024135 Sculpture	SCULPTURE	ART
024199 Other Art	OTHER ART	"
024198 Art Departmental Duties	ART DEPT	ART at any grade level
024197 Art Supervisor	ART SUPV	ART at any grade level with Graduate Degree
<b>✓ 03 BUSINESS</b> (Certification requires VOC BS ED if under the vocational program. An asterisk (*) indicates courses that are never vocational.)		
034310 Accounting I	ACCT 1	BS ED, VOC BS ED, VOC BS ED ACCT/GEN OFF/INFO PROC
034312 Accounting II	ACCT 2	BS ED, VOC BS ED, VOC BS ED ACCT/GEN OFF/NFO PROC
034303 Banking and Financial Services	BNK FIN SV	BS ED, VOC BS ED, VOC BS ED ACCT/GEN OFF/NFO PROC
034320 Business Communications	BUS COMMUN*	BS ED
034321 Business Law	BUS LAW*	BS ED
034301 Business Management	BUS MGMT*	BS ED
034322 Business Mathematics	BUS MATH*	BS ED
034330 Business Technology	BUS TECH	BS ED, BEDXS, VOC BS ED, VOC BS ED ACCT/GEN OFF/NFO PROC

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
034352 Computer Applications	COMP APP	BS ED VOC BS ED, VOC BS ED ACCT/GEN OFF/NFO PROC
034355 Computer Programming	COMP PROG	BS ED, VOC BS ED, VOC BS ED COMP PROG/ NETWRK ADMIN
034353 Desktop Publishing	DPUB	BS ED, VOC BS ED VOC BS ED ACCT/GEN OFF/INFO PROC
034037 E-Business	E-BUS	BS ED, VOC BS ED, VOC BS ED ACCT/GEN OFF/INFO PROC
034332 Economics	ECONOMICS*	BS ED
034305 Entrepreneurship	ENTREPRE*	BS ED
034391 International Business	INTER BUS	BS ED
034300 Introduction to Business	INTRO BUS*	BS ED
034390 Keyboarding	KEYBOARD*	BS ED
034356 Multimedia	MULTIM	BS ED, VOC BS ED VOC BS ED ACCT/GEN OFF/INFO PROC
034354 Network Administration	NETWRK ADM	BS ED, VOC BS ED VOC BS ED COMP PROG/NETWK ADMIN
034345 Recordkeeping	RECORDKEEP*	BS ED
034370 Shorthand/Speedwriting/Notehand	STHD-SP WR*	BS ED
034380 Supervised Business Experience	SPV BUS EX	VOC BS ED COOP VOC BS ED ACCT/GEN OFF/INFO PROC COOP VOC BS ED COMP PROG/ NETWRK ADMIN COOP
034399 Other Business	OTHER BUS	BS ED
034398 Business Education Departmental	BS ED DEPT	BS ED
034397 Business Education Supervisor	BS ED SUPV	BS ED

✓ **04 MARKETING AND COOPERATIVE EDUCATION**

040009 Advertising	ADV	MKT
040008 Business Administration	BUS ADMIN	"
040010 Business Ownership/Management	BUS OWN-MG	"
040003 Cooperative Occupational Education 1	COE-1	COE
040004 Cooperative Occupational Education 2	COE-2	"
040011 Entrepreneurship	ENTREPRE	MKT
040013 Fashion Merchandising	FASH MDSE	"
040012 Free Enterprise Economics	FREE EN EC	"
040015 Internet Marketing	INTRNT MKTG	"
040005 Management	MGT	MKT

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
040001 Marketing, Fundamentals of	MKTG-1	"
040002 Marketing - Advanced	MKTG-2	"
040006 Retailing	RETAILING	MKT
040007 Salesmanship	SALEMANSHP	"
040014 Sports and Entertainment Marketing	SPT ENT MKTG	"
040081 Supervised Cooperative Occupational Education Employment	SV COE EMP	COE
040080 Supervised Marketing Education Emp	SV MKT EMP	MKT
<b>✓ 05 LANGUAGE ARTS (ENGLISH)</b>		
054821 American Literature	AMER LIT	ENG, LANG ARTS
054806 Applied Communications	APLD COMM	ENG
054820 Appreciation of Literature	LITERATURE	ENG, LANG ARTS
054818 Bible Literature	BIBLE LIT	ENG
054829 Black Literature	BLACK LIT	"
054861 College Prep English	C PREP ENG	"
054803 Communications (Written)	COMMUNTNS	ENG, LANG ARTS
054804 Composition	COMPOSITN	" "
054822 Contemporary Literature	CONTMP LIT	ENG
054805 Creative Writing	CREAT WRTG	ENG, LANG ARTS
054865 English for Speakers of Other Languages	ESOL	ESOL or SUPV APPROVAL
054823 English Literature	ENG LIT	ENG, LANG ARTS
054864 Ethnic Literature	ETHNIC LIT	"
054817 Folklore	FOLKLORE	"
054801 Grammar	GRAMMAR	ENG, LANG ARTS, ELEM, MIDDLE
054824 Great Books	GREAT BOOK	ENG, LANG ARTS
054800 Language Arts (English)	LANG ARTS	ENG, LANG ARTS, PK-3, ELEM, MIDDLE
054809 Mass Media	MASS MEDIA	ENG, JOURN
054850 Mythology	MYTHOLOGY	ENG, LATIN
054825 Novel, The	NOVEL	ENG
054826 Poetry	POETRY	"
054802 Practical English	PRACT ENG	"
054841 Reading (includes Developmental Reading and Reading Recovery)	READING	RD SP, PK-3, ELEM, LANG ARTS, MIDDLE, ENG
054840 Remedial Reading	REM READ	RD SP
054891 Remedial Language Arts	REM LANG A	ELEM, PK-3, MIDDLE, LANG ARTS, ENG
054863 Satire and Humor	SATR-HUMOR	ENG
054819 Science Fiction	SCI FICT	"
054845 Shakespeare	SHAKESPEAR	"
054827 Short Story, The	SHRT STORY	"
054862 Vocational/Career English	CAREER ENG	"
054828 World Literature	WORLD LIT	"
054860 Word Study (includes Semantics)	WORD STUDY	"

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
054899 Other Language Arts	O LANG ART	ENG, LANG ARTS
054898 Language Arts Department Duties	LA DEPT	ENG, LANG ARTS at any grade level
054897 Language Arts Supervisor	LA SUPV	ENG, LANG ARTS, RD SP at any grade level with Graduate Degree
<b>✓ 05 JOURNALISM</b>		
054810 Journalism	JOURNALISM	JOURN
054811 Photography	PHOTOGRPHY	JOURN with experience or coursework in photography
054830 School Publications	SCHOOL PUB	JOURN
<b>✓ 05 SPEECH AND DRAMATICS</b>		
056510 Debate	DEBATE	SP THTRE, SPEECH
056520 Dramatics	DRAMATICS	SP THTRE, DRAMA
056545 Oral Interpretation	ORAL INTRP	SP THTRE, SPEECH
056501 Public Speaking	PUB SPEAK	" "
056530 Radio and Television	RADIO-TV	SP THTRE, JOURN, DRAMA
056500 Speech	SPEECH	SP THTRE, SPEECH
056540 Stagecraft	STAGECRAFT	SP THTRE, DRAMA
056550 Theatre Arts	THTRE ARTS	" "
056599 Other Speech and Dramatics	O SPCH-DRM	SP THTRE, SPEECH, DRAMA
056598 Speech and Dramatics Departmental Duties	SP DR DEPT	SP THTRE, SPEECH, DRAMA, at any grade level
<b>✓ 06 FOREIGN LANGUAGES</b>		
060000 Introduction to Foreign Languages	INTRO LANG	Any foreign language
062000 American Sign Language	ASL	Any certificate at any grade level
069010 Chinese	CHINESE Certificate)	CHINESE (Special
064900 French	FRENCH	FRENCH
065100 German	GERMAN	GERMAN
067100 Hebrew	HEBREW	HEBREW
069020 Italian	ITALIAN	ITALIAN
068000 Japanese	JAPANESE Certificate)	JAPANESE (Special
065700 Latin	LATIN	LATIN
066200 Russian	RUSSIAN	RUSS
066300 Spanish	SPANISH	SPAN
060099 Other Foreign Language	O FGN LANG	SUPV APPROVAL



COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
060098 Foreign Language Departmental Duties	FGN L DEPT	Any foreign language certificate at any grade level
060097 Foreign Language Supervisor	FGN L SUPV	Any foreign language certificate at any grade level with Graduate Degree
<b>✓ 07 HEALTH OCCUPATION</b>		
070901 Dental Assistant	DENT AS	DENT AS
070906 Health Service Aide	HLTH S AID	HLTH SR AD
070917 Medical Assistant	MED ASST	MED ASST, VOC BS ED
070913 Medical Laboratory Assistant	MLAB AS	MLAB TC
070933 Medical Transcription	MED TRANS	HL AST OT
070923 Physical Therapy Assistant	PT ASST	PH TH AS
<b>✓ 08 PHYSICAL EDUCATION AND HEALTH</b>		
086010 Adaptive Physical Education	ADAPT PE	PE
086020 Athletic Practice/Conditioning	ATH PRAC-C	Any certificate at any grade level
086025 Body Conditioning	BODY CONDN	PE
087100 Driver Education	DRIVER ED	DR ED
087180 Driver Education Lab	DR ED LAB	DR ED
087198 Driver Education Departmental Duties	DR ED DEPT	DR ED
085311 First Aid	FIRST AID	DR ED, or HEALTH or PE with course work in First Aid
085300 Health	HEALTH	HEALTH (or PE if certificated on or before 7/1/83)
085397 Health Supervisor	HLTH SUPV	HEALTH (or PE if certificated on or before 7/1/83) with Graduate Degree
085398 Health Departmental Duties	HLTH DEPT	HEALTH at any grade level
086030 Lifetime Sports	LIFE SPORT	PE
086045 P.E. & Health Combination	PE-HLTH	PE <u>and</u> HEALTH (or PE only if certificated on or before 7/1/83)
086000 Physical Education	PE	PE
085310 Physiology & Anatomy	PHYS-ANAT	HEALTH
085312 Safety	SAFETY	DR ED, or HEALTH or PE with course work in Safety
086035 Team Sports	TEAM SPORT	PE

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
086099 Other Physical Education	OTHER PE	PE
086098 Physical Education Departmental Duties	PE DEPT	PE at any grade level
086097 Physical Education Supervisor	PE SUPV	PE at any grade level with Graduate Degree
<b>✓ 09 FAMILY AND CONSUMER SCIENCES EDUCATION</b> (If vocational approved, must have VOC HE/F&CS certificate)		
096801 Career and Family Leadership	CFL	" " " "
096802 Career Development in Family and Consumer Sciences	CAREER DEV.	" " " "
096803 Career Development/Entrepreneurship	CAREER ENTREPRE.	" " " "
096826 Child Development, Care and Guidance (Advanced)	CHLD DEV-ADV	VOC HE/F&CS, GEN HE/F&CS
096821 Child Development, Care and Guidance (Intermediate)	CHLD DEV-INT	" " " "
096822 Clothing and Textiles (Advanced)	CLOTH-ADV	" " " "
096820 Clothing and Textiles (Intermediate)	CLOTH-INT	" " " "
096800 Exploratory Family and Consumer Sciences (Elementary, Middle and Junior High grades)	EXPLR FCS	" " " "
096814 Family/Consumer Resource Management	FAM/CON RS	" " " "
096840 Family/Individual Health (meets MSIP .5 unit health requirement)	FAM HEALTH	VOC HE/F&CS
096823 Family Living and Parenthood	FAM LIVING GEN HE/F&CS	VOC HE/F&CS,
096829 Food and Nutrition (Advanced)	FOOD-ADV	" " " "
096827 Food Science	FOOD SCI	" " " "
096818 Housing, Home Furnishings and Equipment	HOME FURN	" " " "
096824 Nutrition and Wellness	NUTR/WELL	" " " "
096899 Other Family and Consumer Sciences	OTHR FCS	" " " "
096898 Family and Consumer Sciences Departmental Duties	FCS DEPT	" " " "
096897 Family and Consumer Sciences Supervisor	FCS SUPV	VOC HE/F&CS, GEN HE/F&CS at any grade level with Graduate Degree

**✓ 09 OCCUPATIONAL FAMILY AND CONSUMER SCIENCES EDUCATION**

096831 Child Care Aide/Assisting	CH CARE AD	CHILD CARE GEN
096832 Commercial Garment and Worker	GARM WORKR	CLOTHNG SERVICE GEN Apparel
096837 Custom Tailor	CUST TAILR	CLOTHNG SERVICE GEN
096834 Elder Care Provider/Companion	ELDER CARE	VOC F&CS OT
096838 Fashion/Fabric Consultant	FASH CONS	CLOTHNG SERVICE
096833 Food Production, Management and Services, General	FOOD SERV	FOOD SERV GEN

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
096839 Family & Consumer Sciences Related Occupations Cooperative Education	FCS OC COP	Approval by Family & Consumer Sciences Education
096835 Home Furnishings and Equipment Management, Production and Services, General	HM FURN SV	HOME FURN GEN
096836 Institutional, Home Management and Supporting Services, Gen.	INSTIT MGT	INST HOME MGT SERV
096845 Other Occupational Family and Consumer Sciences	OT OCC FCS	VOC HE/F&CS OT
<b>✓ 10 INDUSTRIAL TECHNOLOGY</b>		
105431 Architectural Structures and Design Technology	ARCH DSGN	IND (ARTS) TECH
105401 Bio-Technology	BIO-TECH	" " "
105441 Communications Electronics Technology	COM ELECTR	" " "
105424 Construction Technology	CONSTR TEC	" " "
105430 Drafting and Design Technology	DRFT-DESGN	" " "
105440 Electricity/Electronics Technology	ELEC-ELTRN	" " "
105400 Elementary School Technology Education K-6	EL TEC K-6	" " "
105433 Engineering Graphics Technology	ENGR GRAPH	" " "
105425 Engineering Materials Technology	ENGR MAT	" " "
105407 Engineering Technology Education	ENGR TECH	" " "
105408 Enterprise	ENTERPRISE	" " "
105450 Exploration of Technology/ Industrial Technology 9-12	EX IND TEC	" " "
105492 Graphic Communications Technology	GR COMMUN	" " "
105421 Industrial Ceramics Technology	IND CERAM	" " "
105470 Industrial Metals Technology	IND METALS	" " "
105422 Industrial Plastics Technology	IND PLSTCS	" " "
105482 Industrial Woods Technology	IND WOODS	" " "
105402 Interdisciplinary Approaches to Technology	APPRCH TEC	" " "
105435 Introduction to Communication Technology	COMMUN	" " "
105410 Introduction to Energy & Power Technology	ENGY-POWER	" " "
105420 Introduction to Materials & Processing Technology	MATRL-PROC	" " "
105405 Introduction to Technology/ Industrial Technology 6-9	IN TEC 6-9	" " "
105423 Manufacturing Technology	MFG TECH	" " "
105411 Power Mechanics Technology	POWER MECH	" " "
105406 Research and Development	RSCH-DEVEL	" " "
105409 Technology Problem Solving	TECH PROB	" " "
105442 Technology Systems Control	TECH SYS	" " "
105414 Transportation Systems	TRANS SYS	" " "
105432 Video Production Technology	VIDEO TECH	" " "

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
105499 Other Industrial Technology/ Technology Education	O IND TECH	" " "
105498 Industrial Technology Departmental Duties	IND T DEPT I TEC DEPT	IND (ARTS) TECH at any grade level
105497 Industrial Technology Supervisor	IND T SUPV I TEC SUPV	IND (ARTS) TECH at any grade level with Graduate Degree
<b>✓ 11 MATHEMATICS</b>		
115810 Algebra	ALGEBRA	MATH (Algebra I at HS level may be taught on Math 7-9 as well as 7-12)
115861 Algebra-Trigonometry	ALG-TRIG	MATH
115865 Analytical Geometry	ANALY GEO	"
115825 Applied Mathematics	APLD MATH	"
115820 Basic Mathematics (General or Functional Math)	BASIC MATH	MATH (May be taught at HS level on Math 7-9 as well as 7-12)
115866 Calculus	CALCULUS	MATH
115868 Consumer Mathematics	CONSM MATH	MATH (May be taught at HS level on Math 7-9 as well as 7-12)
115870 Elementary Functions	EL FUNCT	MATH
115830 Geometry	GEOMETRY	"
115800 Mathematics	MATH	MATH (May be taught at HS level on Math 7-9 as well as 7-12)
115840 Mathematical Analysis	MATH ANAL	MATH
115815 Pre-Algebra	PRE-ALG	MATH (May be taught at HS level on Math 7-9 as well as 7-12)
115875 Probability and Statistics	PROB-STAT	MATH
115891 Remedial Math	REMED MATH	PK-3, ELEM, MIDDLE, MATH
115860 Trigonometry	TRGONOMTRY	"
115899 Other Mathematics	OTHER MATH	"
115898 Mathematics Departmental Duties	MATH DEPT	MATH at any grade level
115897 Mathematics Supervisor	MATH SUPV	MATH at any grade level with Graduate Degree

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
<b>✓ 12 MUSIC</b>		
125510 Band	BAND	IN MUS
126960 Chorus/Choir	CHORUS	V MUS
125530 Drum Corps	DRUM CORPS	IN MUS
126910 Fundamentals of Music	FUND MUSIC	IN MUS, V MUS
126940 Glee Club	GLEE CLUB	V MUS
125525 Guitar	GUITAR	IN MUS, V MUS
125500 Instrumental Music	INST MUSIC	IN MUS (may be taught at elementary level on V MUS)
125540 Jazz Band	JAZZ BAND	IN MUS
126920 Music Appreciation	MUSIC APPR	IN MUS, V MUS
125520 Orchestra	ORCHESTRA	IN MUS
126930 Theory and Harmony	THEORY	IN MUS, V MUS
126900 Vocal Music	VOC MUSIC	V MUS (may be taught at elementary level on IN MUS)
125599 Other Instrumental Music	O INST MUS	IN MUS
126999 Other Vocal Music	O VOC MUS	V MUS
125598 Music Departmental Duties	MUS DEPT	V MUS, IN MUS at any grade level
125597 Music Supervisor	MUS SUPV	V MUS, IN MUS at any grade level with Graduate Degree
<b>✓ 13 SCIENCE</b>		
135500 Aerospace	AEROSPACE	PHYS, EARTH, UNIFIED PHYS, UNIFIED EARTH (or SUPV APPROVAL)
134642 Applied Science	APLD SCI	BIOL, CHEM, any UNIFIED SCI
133810 Astronomy	ASTRONOMY	EARTH, GEN SCI, UNIFIED EARTH
134200 Biology	BIOLOGY	BIOL, any UNIFIED SCI; or for advanced courses BIOL, UNIFIED BIOL
134210 Botany	BOTANY	BIOL, UNIFIED BIOL
134600 Chemistry	CHEMISTRY	CHEM, any UNIFIED SCI; or for advanced courses CHEM, UNIFIED CHEM
136000 Consumer Science	CONSUM SCI	GEN SCI, EARTH, BIOL, any UNIFIED SCI
133800 Earth Science	EARTH SCI	EARTH, GEN SCI, any UNIFIED SCI
134215 Ecology	ECOLOGY	BIOL, EARTH, GEN SCI, any UNIFIED SCI

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
133820 Geology	GEOLOGY	EARTH, UNIFIED EARTH
134230 Life Science	LIFE SCI	BIOL, GEN SCI, EARTH, any UNIFIED SCI
135010 Physical Science	PHYS SCI	GEN SCI, EARTH, CHEM, PHYS, any UNIFIED SCI
135900 Physics	PHYSICS	PHYS, any UNIFIED SCI; or for advanced courses PHYS, UNIFIED PHYS
134221 Physiology & Anatomy	PHYS-ANAT	BIOL, UNIFIED BIOL
135910 Principles of Technology	PRIN-TECH	PHYS, any UNIFIED SCI
135000 Science, General	GEN SCI	GEN SCI, EARTH, any UNIFIED SCI
134220 Zoology	ZOOLOGY	BIOL, UNIFIED BIOL
134299 Other Biological Science	O BIOL SCI	BIOL, UNIFIED BIOL
135099 Other Science	OTHER SCI	SUPV APPROVAL
135098 Science Departmental Duties	SCI DEPT	Any science certificate at any grade level
135097 Science Supervisor	SCI SUPV	Any science certificate at any grade level with Graduate Degree
<b>✓ 15 SOCIAL STUDIES</b>		
156683 Afro-American History	AF-AM HIST	SOC ST, SOC SCI
156651 American Government	AMER GOVT	SOC ST, SOC SCI, US GOVT
156692 American Heritage	AM HERITGE	SOC ST, SOC SCI
156661 American History	AMER HIST	AM HST, SOC ST, SOC SCI (AMER HIST I may be taught at HS level on SOC ST 7-9 as well as 7-12)
156680 Anthropology	ANTHROPLGY	SOC ST, SOC SCI
156664 Ancient & Medieval History	ANC-MED HS	" "
156665 Asian History	ASIAN HIST	SOC ST, SOC SCI, WD HST
156102 Behavioral Science	BEHAVR SCI	SOC ST, SOC SCI, BEH SC, PSYCH, SOCIOL
156610 Citizenship	CITIZENSHP	SOC ST, SOC SCI, CITZN
156691 Civil War Period	CIV WAR PD	SOC ST, SOC SCI, AM HST
156653 Comparative Government	COMPR GOVT	SOC ST, SOC SCI
156625 Consumer Education	CONSUM ED	" "
156666 Contemporary History	CONTMP HST	" "
156620 Contemporary Issues	CONTMP ISS	" "
156630 Economics	ECONOMICS	SOC ST, SOC SCI, ECON
156631 Economics at Work	ECON AT WK	SOC ST, SOC SCI, ECON

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
156667 European History	EUROPE HST	SOC ST, SOC SCI, WD HST
156671 Family Relations	FAMILY REL	SOC ST, SOC SCI
156640 Geography	GEOGRAPHY	SOC ST, SOC SCI, GEOG
156650 Government & Politics	GOVERNMENT	SOC ST, SOC SCI
156693 History of West	HIST-WEST	SOC ST, SOC SCI, AM HST
156652 International & Intercultural Relations	INTNL REL	SOC ST, SOC SCI
156668 Latin American History	LAT AM HST	" "
156675 Law and You	LAW-YOU	" "
156685 Minority Groups	MIN GROUPS	" "
156662 Missouri History	MO HIST	" "
156100 Psychology	PSYCHOLOGY	SOC ST, SOC SCI, PSYCH, COUNS
156669 Russian History	RUSS HIST	SOC ST, SOC SCI, WD HST
156600 Social Studies	SOC STUD	SOC ST, SOC SCI, ELEM, MIDDLE
156670 Sociology	SOCIOLOGY	SOC ST, SOC SCI, SOCIOL
156663 World History	WORLD HIST	SOC ST, SOC SCI, WD HST
156672 World Religions	WLD RELGNS	SOC ST, SOC SCI
156690 Other American History	O AM HIST	SOC ST, SOC SCI, AM HST
156660 Other History	O HISTORY	SOC ST, SOC SCI
156699 Other Social Studies	O SOC STUD	" "
156698 Social Studies Departmental Duties		SOC S DEPT SOC ST, SOC SCI at any grade level
156697 Social Studies Supervisor	SOC S SUPV	SOC ST, SOC SCI at any grade level with Graduate Degree
<b>✓ 17 TRADES AND INDUSTRY</b>		
170100 Air Conditioning, Heating, Refrigeration	AIR-HEAT-R	AIR CON H & R TECH, HT AC REF GEN
170401 Aircraft Mechanics, Airframe	AIRCRAFT-A	AIRCRAFT MECH-AIRFRAME
170402 Aircraft Mechanics, Powerframe	AIRCRAFT-P	AIRCRAFT MECH-POWERFRAME
170200 Appliance Repair	APPL REPAR	MAJ APP REPAIR
170301 Auto Body Repair	AUTO BODY	AUTO BODY REPAIR
170302 Auto Mechanics	AUTO MECH	AUTO MECH, AUTO TECH
171101 Building Maintenance	BLDG MAINT	BLDG MAINT, CARPENTRY

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
170600 Business Machine Maintenance	BS MCH MTN	BUS MACH REP, ELECTRI- ELECTRO GEN, ELECTRONIC TECH
173600 Cabinet Making and Millwork	CAB-MILLWK	MILW-CAB MAK
171001 Carpentry	CARPENTRY	CARPENTRY
170601 Chemical Manufacturing Technology	CHEM MFG T	CHEM MANF TECH
170201 Civil Structural Drafting	CIVIL DRFT	CIVIL DRAFTING
170700 Commercial Art Occupations	COM ART OC	COMM ART
170900 Commercial Photography Occupations	CM PHTG OC	COMM PHOT
170102 Communications Electronics	COMM ELECT	COMM ELECTRONICS
170104 Computer Installation & Repair	COMP IN	COMP INST & REPR
173101 Computer Servicing Technology	COMP SERV	COMP SER TECH, COMP INST & REPR, COMP/MAINT TECH
171099 Construction and Maintenance Trades, Other	CN-MT TR O	CONST TRDS OT
170613 Criminal Justice Technology	CRIM JUST	LAW ENFORCE
170503 Culinary Arts/Chef Training	CUL ARTS	CUL ARTS, FOOD SERV GEN
171100 Custodial Services	CUSTODL SV	BLDG MAINT
171200 Diesel Mechanics	DIESEL MECH	DIESEL MECH
171300 Drafting and Design Technology	DRAFT-DSGN	DRAFT GEN, ARCH TECH
171600 Dry Cleaning and Laundering Services, General	DRY C-LNDY	DRY-LAUND SERV
171501 Electrical and Electronics Repair	ELEC EQ RP	ELECTRI-ELECTRO Equipment GEN, General COMM ELECTRONICS, ELECTRONIC TECH, INDUS ELECTRONICS, COMP SER TECH
171400 Electrical and Power Transmission, Installation	ELEC POW	ELECT-TRANSM GEN, ELECTRICIAN
171002 Electrician	ELECTRICN	ELECT-TRANSM GEN, ELECTRICIAN
172801 Fire Control and Safety Technology	FIRE CONTL	FIRE & SAF TECH, FIRE SCI/FIREFTING
170504 Food and Beverage/Restaurant Operations Manager	RST OP MGR	CUL ARTS, FOOD SERV GEN
171900 Graphic Arts Occupations	GRPH AR OC	GRA-PRT EQ OPR GEN, GRA-PRT EQ OPR OTH
170616 Heavy Equipment Maintenance and Repair	HVY EQ MNT	HVY EQ MNT
171500 Industrial Electronics	IND ELECTR	INDUS ELECTRONICS, ELECTRI-ELECTRO GEN, ELECTRONIC TECH



COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
170103 Industrial Equipment Maintenance Repair	IND EQ RPR	INDUS-MAINT GEN
170602 Industrial/Manufacturing Technology/Technician	IN MAN TC	IN MAN TC
172802 Law Enforcement Training	LAW ENF TR	LAW ENFORCE
170212 Laser and Optical Technology/Technician	LAS TECH	LASER OPT TECH
172302 Machinist	MACHINIST	MACHINIST, TOOL-DIE MAKING
172200 Marine Maintenance	MARINE MNT	MARINE MAINT
171004 Masonry	MASONRY	MASONRY
172399 Metal Fabrication	METAL FAB	METAL FAB
170304 Mine Equipment Maintenance and Repair	MINE EQ RP	MINE MAINTENANCE
170303 Motorcycle Mechanics and Repair	MTR CYCLE	VEH-MOB, MOTORCYCLE
171007 Pipefitting and Plumbing	PIPFT-PLMB	PLUMBING, GEN
170108 Radio and Television Broadcasting Technology/Technician	R TV BCAST	RADIO-TV BRDCSTG, COMM TECH
172305 Sheet Metal	SHEET MTL	SHEET MET
173100 Small Engine Repair	SM ENG RPR	SMALL ENG REP
170080 Supervised Cooperative Industrial Education Employment	S CIE EMP	CIE, COE
172307 Tool and Die Making	TOOL-DIE M	TOOL-DIE MAKING, MACH SHOP
173500 Upholstering	UPHOLSTRNG	UPHOLSTERING
170399 Vehicle and Mobile Equipment Mechanics, General	VEH-MOB EQ	DIESEL MECH, AUTO TECH, AUTO MECH, VEH-MOB MECH GEN
172306 Welding Technology	WELD TECH	WELDING, WELD TECH

✓ **19 SPECIAL EDUCATION STUDENT CASEMANAGEMENT SERVICE**

197800 Autistic	AUTISTIC	Any Special Education certificate
198200 Behavior Disorders	BHVR DIS	“ “ “
197600 Deaf/Blind	DEAF-BLIND	“ “ “
190900 Early Childhood Special Education	ER CH S ED	“ “ “
197200 Hearing Impaired	HEAR IMPAR	“ “ “
197300 Mentally Handicapped	MEN HAND	“ “ “
197700 Multiply Handicapped	MULT HAND	“ “ “
197400 Physically & Other Health Impaired	O HLTH IMP	“ “ “
190810 Severely Handicapped	SEVERE HND	“ “ “
193600 Learning Disabilities	LEARN DIS	“ “ “
196400 Speech & Language Disorders	SP-LANG DS	“ “ “
198400 Traumatic Brain Injury	TBI	“ “ “
198600 Mild/moderate Cross Categorical	Cross Cat	“ “ “
197500 Visually Impaired	VIS IMPAIR	“ “ “
196000 Work Experience for Special Education Students (VAC/WEC)	WK EXP-SE	“ “ “

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
991900 Special Education Caseload Formula Contact Number	SE CONTACT	None (See Exhibit 16)
✓ <b>88 NON-TEACHING ASSIGNMENTS</b> (Certificates must be at proper grade level unless otherwise noted)		
880000 Supplemental Assignment	SUPPL ASGN	Any certificate at any grade level
880010 Contracted Services	CNTRSRVS	Any certificate at any grade level
880020 School Age Care/After School	SACAS	None
881000 Superintendent	SUPT	SUPT
881100 Assistant Superintendent	ASST SUPT	Any certificate at any grade level with Graduate Degree
881300 Administrative Assistant	ADM ASST	Any certificate at any grade level with Graduate Degree
881400 Curriculum Coordinator	CURR COORD	Any certificate at any grade level with Graduate Degree
881500 Instructional Assistant	INSTR ASST	SUPT, any PRIN
881600 Director of Secondary Education	DIR SEC ED	SUPT, HS PRIN
881700 Title I Director	CH 1 DIR	SUPT, any PRIN
881800 Vocational Administrator	VOC ADM	VOC DIR, VOC SPEC
881900 Special Education Administrator	SP ED ADM	SPEC ED ADMIN
882000 High School Principal	HS PRIN	HS PRIN
882100 Assistant High School Principal	A HS PRIN	HS PRIN
882200 Junior High Principal	JH PRIN	HS PRIN
882300 Assistant Junior High Principal	A JH PRIN	HS PRIN
882400 Middle School Principal	MS PRIN	Any PRIN
882500 Assistant Middle School Principal	A MS PRIN	Any PRIN
882600 Elementary Principal	EL PRIN	ELEM PRIN
882700 Assistant Elementary Principal	A EL PRIN	ELEM PRIN
882800 Director of Elementary Education	DIR EL ED	ELEM PRIN, SUPT
883000 High School Supervisor	HS SUPV	Any certificate with Graduate Degree
883010 Single Parent/Homemaker Coordinator	S PAR COOR	GUID, VOC SUPV, VOC DIR, PSCH, or any vocational teaching certificate with Graduate Degree
883020 Vocational Supervisor	VOC SUPV	VOC DIR, VOC SUPV, VOC SPEC
883100 A+ Coordinator	A+ COOR	Secondary Teaching Certificate or Administrative Certificate
883200 Junior High Supervisor	JH SUPV	Any certificate with Graduate Degree

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
883400 Middle School Supervisor	MS SUPV	Any certificate with Graduate Degree
883600 Elementary Supervisor	EL SUPV	Any certificate with Graduate Degree
883800 Special Education Process Coordinator	PROC COORD	Any Special Ed certificate with Graduate Degree
883900 General Supervisor	GEN SUPV	Any certificate with Graduate Degree
884000 High School Librarian	HS LIB	LIB, LIB MED SPEC
884097 Librarian Supervisor	LIB SUPV	LIB or LIB MED SPEC at any grade level with Graduate Degree
884098 Librarian Departmental Duties	LIB DEPT	LIB, LIB MED SPEC
884100 Learning Resource Director	LRN RS DIR	LRN RS DIR, LIB MED SPEC
884200 Junior High Librarian	JH LIB	LIB, LIB MED SPEC
884400 Middle School Librarian	MS LIB	LIB, LIB MED SPEC
884600 Elementary Librarian	EL LIB	LIB, LIB MED SPEC
884700 Instructional Media Technologist	IN MED TEC	IN MED TECH
884800 Instructional Technology Director	IN TEC DIR	Any certificate at any grade level
885000 High School Guidance	HS GUID	COUNS, PROF COUNS
885010 Vocational Special Needs Guidance	VO SN GUID	COUNS
885020 Vocational Placement Specialist	VO PL SPEC	COUNS or any VOC cert.
885030 Vocational Resource Educator	V R E	COUNS, any Special Education teaching certificate, or any vocational teaching certificate with BACC degree
885040 Vocational Evaluator	VOC EVAL	COUNS, VOC EVAL (Special Certificate)
885050 Sex-Bias Counselor	SEX BIAS	COUNS
885060 Single Parent/Homemaker Counselor	S PAR CNSL	COUNS
885097 Guidance Supervisor	GUID SUPV	COUNS or PROF COUNS at any grade level with Graduate Degree
885098 Guidance Departmental Duties	GUID DEPT	COUNS or PROF COUNS at any grade level
885200 Junior High Guidance	JH GUID	COUNS or PROF COUNS at any grade level
885400 Middle School Guidance	MS GUID	COUNS or PROF COUNS at any grade level
885600 Elementary Guidance	EL GUID	COUNS, PROF COUNS
887000 School Psychological Examiner	S P E	SPE
887200 School Psychologist	SCH PSYCH	SCHL PSYCH (or appropriate license)

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
887400 School Social Worker	SCH SOC WK	Master's Degree in Social Work
887600 School Nurse	SCH NURSE	RN licensed by State Board of Nursing
887800 Parent Educator	PARENT ED	None (See Exhibit 8)
887897 Parents as Teachers Supervisor	PAT SUPV	Parent Educator, teaching or administrative certificate
887900 Other Pupil Personnel	OTH P PER	According to duties
888100 Teacher Clerk	TEA CLERK	None (Needs HS diploma)
888200 Teacher Assistant	TEA ASST	None (Needs 60 college hours)
888300 Vocational Teacher Aide	VOC T AIDE	None (Needs 60 college hours or approval by Vocational Special Needs)
888400 Administrative Clerk (Title I only)	ADM CLERK	None
888500 Technology Technician/Network Specialist	TEC/NET SP	None
889000 Diagnostic Speech/Language	SP PATH	SPCH/LANG SPCL or Licensure with Special Assignment Certificate
889100 Audiologist	AUDIOL	Master's Degree in Audiology and one year supervised experience (or a Certificate of Clinical Competence)
889200 Educational Diagnostician	DIAGNOS	SPE, COUNS, SCH PSYCH, any Special Education certificate with Graduate Degree
889300 Occupational Therapist	OCC THERP	Listed on Professional Registry
889400 Physical Therapist	PHYS THERP	License issued by Missouri Board of Healing Arts
889500 Orientation and Mobility	MOBIL SPEC course work)	BL PS (plus specialized Specialist
889600 Interpreter for Deaf	INTRP-DEAF	Approval by Special Education Section
889700 Home/School Coordinator	H-S COORD	Master's Degree in Social Work
889900 Vocational Adjustment/Work Experience Coordinator	VAC/WEC	Approval by Division of Vocational Rehabilitation

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
✓ 99 MISCELLANEOUS (Certificates must be at proper grade level unless otherwise noted.)		
996000 Academic Program, Related On-Campus Instruction	ACAD ON-C	Certification in subject area
996001 Academic Program, Off-Campus	ACAD OFF-C	Certification in subject area
994025 ACT/SAT Preparation	ACT-SAT	Any certificate
990099 Advisor/Homeroom	ADV/HMRM	Any certificate at any grade level
999920 Allied Arts	ALLIED ART	ALLIED ARTS, ART, V MUS, IN MUS
994210 At Risk	AT RISK	Any certificate at any grade level
999940 Audiovisual	AUD-VISUAL	IN MED TECH, LIB, LRN RS DIR, LIB MED SPEC
994010 Basic Skills	BAS SKILLS	Gr K-3: ELEM or PK-3 Gr 4-6: ELEM or MIDDLE Gr 7-8: ELEM, MIDDLE, or SOC ST <u>and</u> LANG ARTS Gr 9-12: ENG and SOC ST
994015 Basic Skills (Vocational)	VOC BAS SK	ELEM, any MIDDLE SCHOOL, MATH 7-12, ENG 7-12, LRN DS, MEN RT, MEN HAND, or approval by Vocational Special Needs
999915 Cadet Teaching	CADET TEA	Any certificate
995050 Career Education	CAREER ED	COUNS, PROF COUNS
997000 Career Exploration Program, Related On-Campus Instruction	C EX ON-C	Any certificate
997001 Career Exploration Program, Off-Campus	C EX OFF-C	Any certificate
991015 Community Service	COMMUN SER	Any certificate
991100 Computer Literacy	COMPTR LIT	Any certificate
991105 Computer Science	COMPTR SCI	Any certificate
991197 Computer Supervisor	COMP SUPV	Any certificate at any grade level with Graduate Degree
991198 Computer Departmental Duties	COMP DEPT	Any certificate at any grade level
999925 Dance	DANCE	DANCE (Special Certificate)
994400 Detention Center Services	DETEN CNTR	Any certificate
990303 Double-Staffed Transition Program (Title I)	DBL STAFF	ELEM, PK-3
991010 Exploratory & Enrichment	EXP-ENRICH	Any certificate

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
990808 Gifted	GIFTED	GIFTED if state-funded program; any certificate if not state funded
990898 Gifted Departmental Duties	GIFT DEPT	GIFTED at any grade level if state-funded program; any certificate at any grade level if not state funded
990897 Gifted Supervisor	GIFT SUPV	GIFTED at any grade level with Graduate Degree if state-funded program; any certificate at any grade level with Graduate Degree if not state funded
998800 In-School Suspension	I-S SUSPEN	Any certificate at any grade level, excluding PK-3
993000 Junior ROTC	JR ROTC	ROTC or SUPV APPROVAL (Program must be under auspices of a branch of the military)
994020 Life Skills	LIFE SKILL	Any certificate
993098 ROTC Departmental Duties	ROTC DEPT	ROTC or SUPV APPROVAL
993097 ROTC Supervisor	ROTC SUPV	ROTC or SUPV APPROVAL
999930 Library Science	LIB SCI	LIB, LIB MED SPEC
990000 Planning Time	PLAN TIME	None
991900 Special Education Caseload Formula Contact Number	SE CONTACT	None (See Exhibit 16)
999999 Study Hall	STUDY HALL	Any certificate at any grade level
994012 Study Skills	STDY SKILL	Any certificate
990088 Travel Time Between Buildings	TRAV TIME	None
996300 Vocational Preparation	VOC PREP	IND ARTS, VOC PREP, (Special Certificate) or any vocational certificate
996800 Vocational Supplemental Teaching Assignment	VO SPL TEA	IND ARTS or any HS vocational teaching certificate

**MISSOURI TEACHING CERTIFICATION REQUIREMENTS  
ELEMENTARY/MIDDLE (GRADES PRE-K - 8)**

**SELF-CONTAINED CLASSES (Pre-K - 8)**

**CERTIFICATE REQUIRED**

Early Childhood Education  
(Pre-Kindergarten)  
Kindergarten  
Grades 1 through 3  
Grades 4 through 8

B-3, PK-3\* or SPEC ED ER CH  
K, PK-3 or B-3  
B-3, PK-3 or ELEM  
ELEM (includes K-8, 1-8, 1-6)

\*Teachers with K-8 life certificates issued prior to September 1, 1982, and who taught K or PK (for at least one full school year in Missouri public schools) prior to September 1, 1982, will be considered as “grandfathered” and may continue to teach PK with the K-8 life certificate.

DEPARTMENTALIZED (5-8)	CERTIFICATE REQUIRED
------------------------	----------------------

Grades 5-6

Certification at proper grade level in subject area except:

- (1) Basic academic subjects may be taught on ELEM certificate
- (2) Subjects may be taught on appropriate subject-area-specific 7-9/7-12 certificates (grades 5 and 6 may be taught on a 7-12 certificate)
- (3) Exploratory subjects may be taught on appropriate subject-area-specific 9-12 certificates

Grades 7-8

Certification at proper grade level in subject area except:

- (1) ELEM (K-8, 1-8) certification may be used to teach only classes in English, social studies, developmental reading, computer literacy, basic skills, and at-risk (math and science may not be taught on an ELEM certificate)
- (2) Exploratory subjects may be taught on appropriate subject-area-specific 9-12 certificates

# Summer School Review Checklist and Final Approval Form 2003

County/District Code Number	District Name
-----------------------------	---------------

This report is to be completed by the Summer School Director and **mailed to your State Supervisor** no later than the midpoint of your summer school session.

Please complete one checklist to reflect the summer school activities for all programs included in the district's summer school application.

1. The total days in session and total clock hours as reported on the Application for Summer School Approval are correct and total at least 120 clock hours for each summer school program.  
Yes ☐ No ☐ If no, please explain the exception:
2. Instruction time in the core academic areas of language arts, mathematics, science or social studies comprise not less than fifty (50) percent of the total clock hours of instruction at the elementary and secondary levels of the summer school program.  
Yes ☐ No ☐ If not, please provide justification.
3. Classroom teachers and their assignments are correct as reported on Screen 24 of Core Data.  
Yes ☐ No ☐ If there are changes, please update on Screen 24, make a screen print of the changes and return the screen print with this checklist to your State Supervisor. The supervisor will return the screen print to the School Improvement and Accreditation Section.
4. Do all summer school teachers hold a valid Missouri Teacher's Certificate for their teaching assignment? Explain any exceptions.
5. The summer school program is supervised by a properly certificated employee. Yes ☐ No ☐
6. Are resident students charged a fee to attend this summer school program? Yes ☐ No ☐  
If yes, student attendance cannot be counted toward meeting state aid and credit earned cannot be counted toward meeting the 22 units required for high school graduation by the State Board of Education.



7. Student attendance is maintained by the clock hour as prescribed by state statutes.  
Yes ☐ No ☐ If not, how is attendance taken?
8. If the summer school program(s) includes Extended School Year Services for students with disabilities, the services provided are specified in each student's IEP.  
Yes ☐ No ☐ If no, please explain.
9. If the summer **school** program(s) includes Extended **School** Year Services for students with disabilities, each program meets for at least 60 clock hours.  
Yes ☐ No ☐
10. Courses for which high school credit is granted meet at least 60 clock hours for each one-half (1/2) unit of credit. Yes ☐ No ☐ If not, credit cannot be counted toward the 22 units required for high school graduation by the State Board of Education.
11. Number of units of high school credit offered in this summer school program:
12. Are summer school facilities appropriate for the instructional program? Yes ☐ No ☐  
If no, please list the deficiency.
13. Are appropriate textbooks and classroom resources available to all students and provided at district expense? Yes ☐ No ☐ If no, explain exceptions:
14. Are library resources available for students' use? Yes ☐ No ☐ If not, explain why.
15. Which of the following support services are available to summer school students?  
Librarian ☐ Nurse ☐ P.E. Teacher ☐  
Counselor ☐ Other \_\_\_\_\_

16. Are transportation services provided to summer school students? Yes ☐ No ☐ If yes, is transportation provided for:
- ☐ Students with disabilities only
  - ☐ All students, with state reimbursement requested for students with disabilities only
  - ☐ All students, with transportation provided at district expense
17. Are school food services provided for summer school students? Yes ☐ No ☐ If yes, service includes
- ☐ School Breakfast Program ☐ National School Lunch Program
  - ☐ Summer Food Service Program (This program is administered by the Missouri Department of Health)
18. Please provide the actual number of students enrolled in all summer school programs (unduplicated count).

Type of Course

Grade Level	Special Education	Remedial	Regular	Gifted/Enrichment
K (children eligible for K in Fall 2003)				
Elementary				
JH/MS				
Sr. High				
Totals				

19. Total number of teachers employed in the summer school program \_\_\_\_\_

**Certification Statement**

*I hereby certify that all information shown on this summer school checklist is true and correct according to the best of my knowledge and belief.*

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date

Please do not complete page 4 of this checklist.

**\*\*Please mail the checklist to your State Supervisor for review and approval.**

## ◀ For Department Use Only ▶

State Supervisor general comments regarding this summer school - strengths, concerns, unique features or activities: (Optional)

Approval for State Aid

The summer school program described in the Application for Summer School Approval and Core Data Report is in accordance with state law and summer school program policies and standards of the Department of Elementary and Secondary Education and is hereby approved.

\_\_\_\_\_  
State Supervisor of Instruction

\_\_\_\_\_  
Date of Visit/Telephone Review

\_\_\_\_\_  
Director, Missouri School Improvement Program

\_\_\_\_\_  
Date

## Appendix 8

### ENROLLMENT, MEMBERSHIP AND SUMMER SCHOOL (Screen 16)

#### ◀ August Cycle


The Enrollment, Membership and Summer School screen is used to collect final summer school data for state aid calculation. Actual summer school attendance and membership are reported on an hourly basis.

#### ◀ October Cycle

The screen is also used to collect fall enrollment and membership. These enrollment head counts (resident and non-resident students attending the attendance centers) will be reported by attendance center, by grade, by male/female, and by racial/ethnic categories (see Exhibit 2). September membership counts by county for state aid calculation are also reported in the October cycle.

#### ◀ February Cycle

January membership count is reported on this screen by attendance center by grade.



16-Enrllmnt, Membrrshp&Smr Schl

Help

District:  
Year: 2002-2003 Cycle: OCTOBER Status:

Save

School: Grade: Delete Grade ☐

Enrollment (October Cycle)

	Black	White	Hispanic	Asian	Indian	TOTAL	Resident	N-Resident
Male								
Female								
TOTAL								

Membership By County Number (October Cycle)

County	Full Time	Part Time	Deseg In	Fed Lands	Total	Deseg Out
Total Sept. Membership						

(February Cycle)

	Full Time	Part Time	Deseg In	Fed Lands	Total	Deseg Out
January Membership						

Summer School Hours Just Completed (August Cycle)

	Regular	Deseg In	Fed Lands	TOTAL	Deseg Out
Attendance					
Membership					

Save

## ITEM DEFINITIONS – GRADE LEVEL HEAD COUNTS (Screen 16)

**District:** – County-district code and name of school district. (Display only, based on logon User ID.)

**Year:** – School year for which data are collected. (Select from dropdown list.)

**Cycle:** – Cycle in which data are collected. (Select from dropdown list.)

**Status:** – Current status of district's data for cycle selected. (Display only.)

**School:** – 4-digit school number and name of attendance center. (Select from dropdown list.)

**Grade:** – Grade level of the attendance center for which data are reported. (Valid selections from the dropdown list are PK, K, KA, KP, and 1-12.) (Select **K** for full-day kindergarten, **KA** for "AM" kindergarten or **KP** for "PM" kindergarten.)

**Delete Grade** – Used to delete the current grade from the dropdown list.

**Enrollment** – (October cycle) Head count taken the last Wednesday of September of all resident and nonresident students in grades PK through 12 enrolled in the attendance center. Each student (part-time, full-time or kindergarten) should be counted as one. Desegregation transfer students are reported as residents of the district in which they attend school. Enrollment for students attending alternative schools and area vocational schools should be reported at students' regular school in their home district.

**Male Black** – Male Black enrollment by grade for attendance center.

**Male White** – Male White enrollment by grade for attendance center.

**Male Hispanic** – Male Hispanic enrollment by grade for attendance center.

**Male Asian** – Male Asian enrollment by grade for attendance center.

**Male Indian** – Male Indian enrollment by grade for attendance center.

**Male TOTAL** – Total male Black, White, Hispanic, Asian, and Indian grade level head counts entered. (Item is system calculated and displayed.)

**Male Resident** – Male resident enrollment by grade for attendance center.

**Male N-Resident** – Male nonresident enrollment by grade for attendance center.

**Female Black** – Female Black enrollment by grade for attendance center.

**Female White** – Female White enrollment by grade for attendance center.

**Female Hispanic** – Female Hispanic enrollment by grade for attendance center.

**Female Asian** – Female Asian enrollment by grade for attendance center.

**Female Indian** – Female Indian enrollment by grade for attendance center.

**Female TOTAL** – Total female Black, White, Hispanic, Asian, and Indian grade level head counts entered. (Item is system calculated and displayed.)

**Female Resident** – Female resident enrollment by grade for attendance center.

**Female N-Resident** – Female nonresident enrollment by grade for attendance center.

**Membership By County Number** – (October Cycle) Count of resident students taken the last Wednesday in September and January who are enrolled on the count day and in attendance at least 1 of the 10 previous school days, by grade at each attendance center. Students attending an alternative school or an area vocational school part of the day and their home school the remainder of the day should be counted as full-time students in the regular school in their home district. To receive full-time credit for special education kindergarten students whose IEPs call for full-day attendance, report the membership in full-day kindergarten. Membership for Title I extended day kindergarten should not be reported. Part-time students are reported on FTE basis under part-time. For example, a part-time student enrolled 4 hours in a 6-hour day equals 0.67 FTE. Membership of students for whom the home district pays full tuition is reported by the home district. Membership of students for which local tax effort is paid is not reported by the home district. Membership of students for whom parents have paid tuition is not reported by any district.

**Summer School Hours (Just Completed)** – (August Cycle) Actual summer school attendance and membership hours submitted in August cycle. Summer school students should be entered in the grade in which they are enrolled in the current school year (after summer school).

**Attendance Regular** – Actual number of summer school attendance hours by resident students (excluding desegregation students) in a program approved by the DESE School Improvement and Accreditation Section.

**Attendance Deseg In** – Actual number of summer school attendance hours for incoming desegregation students.

**Attendance Fed Lands** – Actual number of summer school attendance hours for incoming Federal Lands students.

**Attendance TOTAL** – Total regular, deseg in, fed lands, and deseg out summer school attendance hours. (Item is system calculated and displayed.)

**Attendance Deseg Out** – Actual number of summer school attendance hours for outgoing desegregation students.

**Membership Regular** – Actual number of summer school membership hours of resident students (excluding desegregation students) in a program approved by the DESE School Improvement and Accreditation Section. (Maximum hours all students enrolled by grade could attend if all students had perfect attendance.)

**Membership Deseg In** – Actual number of summer school membership hours for incoming desegregation students.

**Membership Fed Lands** – Actual number of summer school membership hours for incoming Federal Lands students.

**Membership TOTAL** – Total regular, deseg in, fed lands, and deseg out summer school membership hours. (Item is system calculated and displayed.)

**Membership Deseg Out** – Actual number of summer school membership hours for outgoing desegregation students.